

**BY ORDER OF THE COMMANDER
56TH FIGHTER WING (AETC)**



AIR FORCE INSTRUCTION 23-111

**LUKE AIR FORCE BASE
Supplement**

19 OCTOBER 2015

Materiel Management

**MANAGEMENT OF GOVERNMENT
PROPERTY IN POSSESSION OF THE AIR
FORCE**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Air Force Instruction (AFI) 23-111, *Management of Government Property in Possession of the Air Force* is supplemented as follows. It provides guidance and responsibilities for managing government property under Air Force control for all members at Luke AFB. This publication does not apply to Air Force Reserve Command or Air National Guard units. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). This publication may be supplemented at any level, but all direct Supplements must be routed to the OPR of this publication for coordination prior to certification and approval. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF CHANGES

Added paragraph 2.8.2.1. to prescribe Luke AFB Form 111, *Record Reversal and Correction*.

1.1. All active duty military and civilian personnel assigned, or on temporary duty (TDY), to Luke AFB are prohibited from leaving government property in their vehicles, including the trunk, except for the sole purpose of transporting such property from base to a designated location. When packing government property for a TDY, do not pack it in your vehicle until the day that you leave.

2.4.10. The 56 LRS Fuels Management Flight prescribes the use of Luke AFB Form 339, *Expeditor Daily Tool Inventory*; Luke AFB Form 340, *PM Daily Tool Inventory*; and Luke AFB Form 341, *Cryogenic Daily Tool Inventory*, to account for tool accountability.

2.5. When transporting property, never leave it in a vehicle overnight. Failure to follow this policy may result in the imposition of financial liability and/or administrative corrective action.

2.8.2.1. **(Added)** The 56th Logistics Readiness Squadron prescribes the use of Luke AFB Form 111, *Record Reversal and Correction*, to document research and adjustment actions.

SCOTT L. PLEUS
Brigadier General, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 23-111, *Management of Government Property in Possession of the Air Force*, 29 October 2013

AFMAN 33-363, *Management of Records*, 1 March 2008

Prescribed Forms

Luke AFB Form 111, *Record Reversal and Correction*

Luke AFB Form 339, *Expeditor Daily Tool Inventory*

Luke AFB Form 340, *PM Daily Tool Inventory*

Luke AFB Form 341, *Cryogenic Daily Tool Inventory*

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

DD Form 1574, *Serviceable Tag*

DD Form 1348-1A, *Issue Release/Receipt Document*

Abbreviations and Acronyms

AFB—Air Force Base

AFI—Air Force Instruction

AFMAN—Air Force Manual

LRS—Logistics Readiness Squadron

OPR—Office of Primary Responsibility

TDY—Temporary Duty